



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	III	Case Management	
Chapter:	C	Case Oversight and Management	5-21-2012
Subchapter:	5	Casework Supervision	
Issuance:	200	Conferencing with the Casework Supervisor	

Introduction

5-21-2012

Casework Supervisors have open and continuous communication with Supervisors and encourage and support Supervisors in their day-to-day activities, as needed. Casework Supervisors lead and guide Supervisors in helping Workers to build upon their strengths to effectively work with families.

Conferences between the Supervisor and Casework Supervisor take place to address specific and emergent issues of individuals and/or families as they arise. The Casework Supervisor may invite a Worker to attend the Supervision-Casework Supervisor conference.

Key Elements of a Routine Conference

5-21-2012

Casework Supervisors hold case conferences with assigned Supervisors once every two weeks, at a minimum.

Key elements of the case conference include, but are not limited to:

- Unit personnel issues - (Worker performance, training, discipline);
- Development of supervisory skills and performance - recognition and support of Supervisor's professional development;
- Tracking systems - (NJ SPIRIT and Safe Measures);
- Supervisor's issues (crisis situations, new information, hot issues);
- Team development issues - unit functioning/systems/feedback;
- Litigated cases;
- High risk, very high risk, and questionable cases;

- Supervisor evaluation;
- Policy changes/special projects;
- Compliance issues.

Emergent Reasons to Conference with a Casework Supervisor 5-21-2012

Reasons for a Supervisor to immediately conference with the Casework Supervisor include, but are not limited to:

- A child death or near fatality (see [CP&P-VIII-A-1-100](#));
- A report of a critical incident (see [CP&P-IX-D-1-100](#));
- Follow-up needed on a complex SPRU case;
- Serious or unusual cases (e.g., failure to thrive, Safe Haven Infant);
- Emergent removals and Hospital Holds;
- To consult about a Safety Protection Plan, particularly a plan that limits a parent's rights to access to his or her child (see [CP&P-III-B-6-600](#), Use of the Safety Protection Plan Requiring Special Protocol)
- Risk levels determined as high or very high;
- When a Supervisor and Worker do not agree on risk levels;
- When a Supervisor and Worker do not agree on a case finding determination;
- When a Supervisor and Worker do not agree on case goals;
- Conferencing cases with three or more re-referrals.

When a Supervisor is not available to conference a case, especially a case in crisis, a Worker may request a conference with the Casework Supervisor.